

Position Title: Chief Counsel, State Personnel Board

Department: STATE PERSONNEL BOARD

Final Filing Date: Thursday, October 8, 2009

Bulletin ID: 09092009_3

The Above-Named Examination Bulletin is Amended as Follows:

A "Statement of Qualifications". The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and must be typed as detailed in the instructions.



STATE PERSONNEL BOARD CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	STATE PERSONNEL BOARD	RELEASE DATE:	Wednesday, September 9, 2009
POSITION TITLE:	Chief Counsel, State Personnel Board	FINAL FILING DATE:	Thursday, October 8, 2009
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$10,500.00 - \$12,000.00 / Month	BULLETIN ID:	09092009_3

POSITION DESCRIPTION

The Chief Counsel, State Personnel Board is appointed by and reports directly to the State Personnel Board Members. The Chief Counsel, SPB is the principal legal advisor to the State Personnel Board Members and the Executive Officer. The Chief Counsel represents the Board in all legal matters. As a member of the Executive staff, the position serves in a high administrative and policy-influencing capacity with significant responsibility for formulating Board goals, policies and business objectives. Specific duties include: ? Plans, organizes and directs the work of the Legal Division of the Executive Office. Reviews proposed decisions prepared by the Administrative Law Judges and hearing officers for compliance with case law, statutes, regulations, and Board policy. Advises the Board with respect to action to be taken with regard to proposed decisions, and prepares and oversees preparation of Board decisions in cases heard by the Board itself or where petition for rehearing has been granted. Drafts Board resolutions as necessary. Reviews and approves stipulations for settlement. ? Participates in the development and implementation of departmental programs and policy by ensuring legal issues are fully considered in the development of programs and policies. Consults and advises members of the Board and Executive staff on legal issues arising in connection with the administration of departmental programs. Reviews proposed statutes, rules, policies, agreements, and decisions for compliance with applicable legal requirements; drafts and oversees drafting of proposed legislation and regulations; and provides advice to Board staff on legal consequences of various proposals. ? Reviews and coordinates all litigation matters involving the Board. Determines, in conjunction with the Attorney General's Office, whether the Board should be represented by the Attorney General's Office, by private counsel, or by the Board's Legal Division. Litigates and oversees litigation of cases where the Board is a party. Monitors and provides direction to management on the implementation of court orders and decisions. ? On request, may serve as Acting Executive Officer in the absence of the Executive Officer or the Assistant Executive Officer. ? Represents the Board before the Legislature and other rulemaking bodies, conducts training, and oversees the publication of Board's precedential decisions.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

Membership in the State Bar of California. (Applicants must have active membership in the State Bar before they will be eligible for appointment.)

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by the quality of breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

- Experience which has included substantial responsibility for a combination of management functions in a legal operation of a State department that included case management; policy formulation; and organization, coordination and management of a legal case workload.
- Experience working successfully with top level management, including but not limited to Executive Officers, Board Members, employee advocacy groups, attorneys, and officials from other State agencies.
- Experience formulating and administering departmental policies and programs.
- Ability to plan, direct, and manage the activities of attorneys and legal support staff.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Counsel, State Personnel Board**, with the **STATE PERSONNEL BOARD**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will be notified in writing of the examination results. The result of this examination will be used to fill the position of Chief Counsel,

State Personnel Board. The results may be used to fill future vacancies for this position; however the SPB reserves the right to abolish the list at any time. Applications will be retained for twelve months.

FILING INSTRUCTIONS

Application packages postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date of October 8, 2009, will not be accepted.

Statement of Qualifications:

In addition to the standard state application (STD. 678), all interested applicants are required to submit a Statement of Qualifications with specific information on how their background, knowledge, skills, and abilities would benefit the State Personnel Board. Statement of Qualifications requirement: Type single-spaced, Arial 11 point font, with business acceptable margins, no more than one page answers per question. Be as specific as possible by describing incidents in your experience that relate to the six topics set out below, and include dates and other details. 1. Describe your ability, including leadership techniques, for organizing and motivating groups and/or employees, managing the work of lawyers and non-lawyers and/or contractors, and dealing effectively with a variety of individuals, organizations, and state agencies. Cite at least one specific example of a situation that required you to coordinate the work of lawyers and non-lawyers in order to produce a work product, providing a date and description of the underlying facts. 2. Discuss your background in terms of how it would further the State Personnel Board's strategic plan. (See <http://www.spb.ca.gov/about/index.htm>, or the "About SPB" tab of the State Personnel Board's website.) 3. Describe the most challenging situation you have faced as a manager: why you found it challenging, how you addressed the situation, the outcome of your actions, and what you learned from the experience. 4. Describe an oral presentation you made either (1) in an adversarial proceeding in court or before an administrative body, or (2) in the Legislature within the last five years, or (3) to a Board or Commission. Explain how you prepared for the presentation, the reaction you received, and your overall satisfaction with your approach. Of particular interest are presentations where your position was the weaker or more disfavored position as compared to the opposing position. 5. Describe your experience as in-house counsel, either within state government or in private practice, and how you view your role as in-house counsel and your impact on internal Board policies. 6. Describe your experience regarding California state government employment and personnel law.

Applicants who fail to submit the Statement of Qualifications will be eliminated from this examination process.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

STATE PERSONNEL BOARD, Administrative Services Division (ASD)
801 Capitol Mall, MS 66 , Sacramento, CA 95814
Armando Hidalgo, Assistant Chief | (916) 653-0155 | ahidalgo@spb.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The STATE PERSONNEL BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>